

AIS Application Development Standards

Application Walkthrough Standards

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Statement

Walkthroughs are to be an integrated part of the development process. Walkthroughs are to be milestones within the [project plan](#). These walkthroughs apply to development projects of six months duration or longer. Projects that cross-over multiple teams may require a Test Plan walkthrough, regardless of project duration.

Accountability

It is the responsibility of the project manager to schedule and conduct the appropriate walkthroughs. They are to be done in a timely manner, so that any issues identified in the walkthrough can be addressed without causing a delay in the project schedule. Comments from the walkthrough need to be addressed and kept with the project plan. Documents prepared for the walkthrough (process flows, data models, test plans etc.) should be kept with the application documentation.

Functional Requirements Walkthrough

Purpose: Ensure that requirements are understood and conceptual design is appropriate.

Participants: Team, user representatives, AIS management

Timing: After requirements have been developed, but before document is published.

Items reviewed:

- Screen requirements (data entry, inquiry)
 - Reports (central, local, printing, RDS)
 - Functions to be delivered (business processes)
 - Interfaces to other systems
 - Security requirements
 - Timing of deliverables (project plan)
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Technical Design Walkthrough

Purpose: Ensure architectural integrity

Participants: Team, Data Administration, selected Project Managers

Timing: Before program specifications are written and programming begins

Items reviewed:

- Adherence to overall application architecture
 - Hardware/software decisions
 - Database design
 - Process Flow
 - Security process
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Program Coding Walkthrough

Purpose: Ensure coding standards are met.

Participants: Programmer and 2 peers

Timing: Prior to system testing.

General Guidelines:

- Allow enough time before implementation to conduct the walkthrough so that required modifications can be completed and tested prior to the scheduled implementation.
- Corrections should be stated positively. (Never attack the author.)
- If after the meeting has passed the time limit and the walkthrough is not completed, schedule time to finish. Items found in the first meeting should be corrected by the second.

Process:

- Distribute copies of specs, screen, reports, overviews, and compiled listings at least 24 hours in advance of the meeting.
- Allow at least one hour for the walkthrough; complex programs may take longer.
- Select a notetaker who is not the person conducting the walkthrough.
- Use standard [checklist](#) to be signed by walkthrough participants.
- Exceptions must be noted and signed by the Project Manager

Items reviewed:

- Adherence to [standards](#)
 - design (reusable code, modularization)
 - coding (quality, maintainability)
 - naming conventions
 - documentation (program specific, turnover information)
- Testing process
- turnover documentation (if applicable)

Test Plan Walkthrough

Purpose: Ensure adequacy of test plan

Participants: Team, user representatives, Project Manager of any interface systems

Timing: Prior to systems testing

Items reviewed:

- Test scenarios/test cases
 - Testing participants and responsibilities
 - Acceptance criteria
 - Testing logistics (region, prod/test rules, dates/times)
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Pre-implementation Walkthrough

Purpose: For major turnovers, to ensure coordination functional areas

Participants: Team, representatives of affected applications, Production Systems Support, managers, Access Services, DBA (if DB2 involved), Systems (if DB2 involved)

Timing: During testing, before implementation preparations

Items reviewed:

- review coordination of implementation
 - testing
 - user coordination
 - user testing
 - scheduling
 - backout parameters, establish cutoff for back
 - new functions, DB2 access
 - QDB issues
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Turnover Checklists

- Batch
 - [CICS](#)
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